

U.S. MISSION, PAKISTAN – CONSULATE GENERAL LAHORE

VACANCY ANNOUNCEMENT NUMBER: 13-89

OPEN TO:	All Interested Candidates	OPENING DATE:	May 31, 2013
POSITION:	Procurement Clerk , FSN-6, FP-8*	CLOSING DATE:	June 13, 2013
POSITION NO:	L-52124		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$35,753 p.a. (Starting salary) (Position Grade: FP-8 to be confirmed by Washington) *Ordinarily Resident: Rs.603, 027 p.a. (Starting salary) (Position Grade: FSN-6)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General Lahore is seeking an individual for the position of Procurement Clerk in the General Services Office.

BASIC FUNCTION OF POSITION:

Incumbent performs spot purchases and other types of local procurement including technical items. Incumbent prepares and maintains procurement relevant files on product information and purchases. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of twelve years of education is required.
- 2. EXPERIENCE:** Three years of progressively responsible clerical experience is required. One year from the required experience must be in procurement.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing of English and level IV (Fluent) Reading/Speaking/Writing of Urdu are required. Language skills may be tested.
- 4. KNOWLEDGE:** Incumbent must be familiar with local commercial practice and fair market values for a wide variety of products. Understanding the local pricing practices is required.
- 5. ABILITIES & SKILLS:** Incumbent must be able to deal with vendors and contractors tactfully. A valid Pakistani driving license for Motor Car/Jeep is required.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov. The Vacancy Announcement Number (e.g. 13-89) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents at this stage; you will be informed when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 13, 2013

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.